

## Statement of Policy

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The Greater Saskatoon Catholic Schools' Board of Education requires that all procurement of goods and services are handled with consideration of, the total acquisition cost including life cycle cost, and adheres to the principles of non-discrimination, access by qualified suppliers, fair acquisition processes, and transparency of policy and procedure to the best overall value of the organization.

## Rationale

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In certain specific circumstances, schools and suppliers need to be aware of the procurement obligations of the school division and that goods and services are obtained in accordance with the requirements of this policy.

## Authority

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- *The Education Act, 1995*. Sections 344-356
- Policy Governance Manual

## Definitions

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**Budget Manager** - The specific positions within Greater Saskatoon Catholic Schools that have been given authority to approve expenditures from specific budgets. In schools, the principal is always the budget manager. A budget manager may delegate their authority but cannot delegate their accountability.

**Formal Tender** - A process where bids are received through a formal competition open to all interested parties. Notice of any tender is posted to a recognized public electronic tendering system. Vendors who have participated in previous similar tenders may be contacted but the competition is open to all qualified suppliers.

**Formal Quotation** - A process where bids are received by request from qualified vendors or selected contractors. Such quotations are received only up to a specified time and date and are not advertised. Responses are to be given in written format by either facsimile, email or hard copy. Quotations and list prices will also be accepted if an email is not available from e-commerce sites. Screen shots of these prices would be maintained as documentation in this circumstance.

**Informal Quotation** - A more informal process of securing price quotations from selected vendors with no specified closing time and date. Quotations will be accepted by the same means as formal quotations as well as oral quotations (direct meeting with sales representatives or phone calls) but should be documented by the requester.

**Request for Proposals/Negotiated Request for Proposals** - A request to suppliers to submit proposals for goods and/or services that are innovative. Request for proposals do not tie firms to existing processes or rigid specifications but, rather, encourage new approaches, techniques and methods for meeting the division's requirements. Negotiated requests for proposals can be used in situations where they are more appropriate than formal tenders or formal quotations.

**Goods** - Products that consist of tangible, durable or consumable items.

**Services** - Outputs that consist of tasks performed by individuals, service providers or consultants.

**Contract** - A written document outlining terms and conditions for the purchase of goods and services, including rights and obligations of Greater Saskatoon Catholic Schools and the supplier.

**Purchase Order** - A contract between Greater Saskatoon Catholic Schools and a supplier for the purchase of goods and services, including rights and obligations of Greater Saskatoon Catholic Schools and the supplier.

**Single Source** - A specific supplier is selected to provide goods and services without utilizing a normal competitive bidding process.

**Sole Source** - A specific supplier is the only supplier of goods and services that are required.

**Emergency Condition** - A condition in which, in the opinion of a budget manager, loss of property, safety concern or operational disruption may occur if immediate action is not taken.

**New West Partnership Agreement (NWPTA)** - An accord between the Governments of British Columbia, Alberta and Saskatchewan that creates Canada's largest barrier-free interprovincial market.

**Canadian Free Trade Agreement (CFTA)** - An intergovernmental trade agreement introduced in 2017 to support the free movement of persons, goods, services, and investments within Canada and to establish an open efficient, and stable domestic market.

**Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)** - a free trade agreement introduced in 2017 to reduce trade barriers between Canada and the EU.

## **Guidelines**

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1. **Preapproved Vendors** - Staff must use preapproved vendors for all products identified in centralized procurement process.
2. **Procurement up to \$2,500** - Any one item, or an accumulation of items, not exceeding \$2,500 in value may be purchased based on the department/school knowledge of and experience with the supplier, or based on the department/school knowledge of last purchased price or verbal quotation. These purchases should be made using the Procurement Card (PCard).

In all procurement circumstances, board policy DKA - Conflict of Interest applies.

3. **Procurement over \$2,500 and up to \$20,000** - Any one item, or an accumulation of items over \$2,500 but not exceeding \$20,000 in value may be purchased on the basis of written competitive quotations from no fewer than three (3) suppliers.
4. **Procurement over \$20,000 and up to \$200,000** - Any one item, or an accumulation of items, exceeding \$20,000 in value must be purchased through a formal competitive bid process managed by Corporate Services. All procurement commitments must be made through Corporate Services.
5. **Procurement over \$200,000** - Any one item, or an accumulation of items, exceeding \$200,000 in value must be purchased through a formal competitive bid process managed by Corporate Services and approved by the Board of Education during a public meeting.
6. **Other Alternative Procedures**
  - a. Purchasing Cards
    - i. Only those individuals who are authorized by their supervisor may request a card.
    - ii. The Chief Financial Officer or designate shall approve the issuance of all purchasing cards.
    - iii. No one other than the named cardholder is authorized to use the card.
    - iv. Cardholders are authorized to make purchases of goods and services not exceeding \$2,500 for each individual purchase with a \$6,000 monthly limit. The Chief Financial Officer or designate may adjust this limit as warranted.
    - v. All cardholders are required to sign and comply with the guidelines set forth in the *Purchasing Card Employee Agreement* form pertaining to the use of the purchasing card.
    - vi. All cardholders understand that improper use of the card can be considered misappropriation of division funds. This may result in disciplinary action, up to and including termination of employment.
  - b. Petty Cash
    - i. School Office
      - 1) With the approval of the School Principal, staff purchases of goods and services, not exceeding \$100 may be reimbursed from petty cash funds, subject to submission of original receipts.
      - 2) Staff purchases of goods and services in excess of \$100 shall be processed by cheque through Accounts Payable.
  - c. Other

Professional services contracts, insurance contracts, utilities contracts, lease agreements for the provision of equipment or services in excess of one year's duration, and the acquisition, sale or lease of property are to be directed to the attention of the Chief Financial Officer or designate for appropriate action.
7. **Contracts**

Purchase of goods over \$2,500 in value (or under \$2,500 in value in cases where a PCard is not used) will be made using a purchase order as the purchasing

document. Greater Saskatoon Catholic Schools' standard purchase order terms and conditions will apply unless otherwise stated in the document.

Purchase of goods with a term exceeding one year in length or that in the opinion of the Manager of Corporate Services include complex terms and conditions requiring more formal documentation, will be made using a written contract as the purchasing document. A purchase order may still be issued for this transaction but will state the terms and conditions of the written contract will govern the agreement.

Purchase of services will be made using a written contract as the purchasing document. As with goods, a purchase order may still be issued for this transaction but will state the terms and conditions of the written contract will govern the agreement.

The Manager of Corporate Services may consult with the board's legal counsel as necessary to establish contract terms and conditions for purchase orders and written contracts for goods and services.

Contracts will only be signed by the Chief Financial Officer and the Chair of the Board of Education for Greater Saskatoon Catholic Schools.

## **8. Requirements of Open Competition**

Greater Saskatoon Catholic Schools will acquire all goods and services through open and transparent competitive buying practices subject to the minimum tendering and quotation requirements as follows:

- a. Definitions are cited to ensure consistent interpretation of terms used in this policy.
- b. Orders will not be 'split' for the purpose of circumventing the limitations specified in this procedure.
- c. Procurements will follow the parameters of applicable trade agreements including NWPTA, CFTA, and CETA.

## **9. Sole or Single Sourcing**

Where sole or single source instances exists, the Chief Financial Officer or Manager of Corporate Services shall employ such value analysis and negotiation methods considered appropriate for obtaining acceptable material at the lowest possible cost.

Sole or single source purchases may be approved by the Chief Financial Officer or the Manager of Corporate Services under one of the following conditions:

- a. An emergency condition exists.
- b. A confidential situation exists.
- c. Goods and/or services are supplied by a sole source.
- d. Urgent purchases which preclude the normal business processes.
- e. Purchases when a sole or single source would be in the best interest of the school division.

- f. Proprietary acquisition, warranty requirements, patent rights, license agreements or other obligations exist which may prevent Greater Saskatoon Catholic Schools from using normal competitive processes.

Good and services being purchased through this option must be documented and approved by the Chief Financial Officer or designate.

## **General Provisions**

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1. The Chief Financial Officer shall be responsible for the general supervision of Corporate Services and the Purchasing policy. Under the general supervision of the Chief Financial Officer, the Manager of Corporate Services is responsible for the administration of purchasing.
2. Tenders involving expenditures over \$75,000 shall be posted electronically on *SaskTenders*, with the exception that goods/services, construction and building contracts up to \$75,000 may be formalized without reference to public advertising.
3. The Manager of Corporate Services shall, in consultation with appropriate staff, establish and maintain system standards and specifications for commonly used goods and services.
4. The Manager of Corporate Services shall have the authority to revise purchase requests according to established standards, provided that such revisions are reviewed with the requestor.
5. The Manager of Corporate Services or designate, and/or the Chief Financial Officer, shall have the sole authority to execute purchase orders on behalf of the division.
6. Greater Saskatoon Catholic Schools' staff are to order goods and services from selected vendors that the school division has established contracts with at all times.
7. Requests to vendors for quotations and pricing should mainly be done by Corporate Services. In circumstances where it is mutually agreed, this process may be delegated to other departments. The quotations must meet the requirement for quotations as defined by Corporate Services and all documentation must be made accessible to Corporate Services.
8. When advantageous and practical, Corporate Services will work with other Saskatchewan public entities in tendering and sourcing of goods and services.
9. Budget managers are responsible for approving the resulting invoices related to the purchase of goods and services. Invoice approval is indicated by the Budget manager's signature on the invoice. This approval indicates that the order was received, correct and complete, and that the invoiced amount is approved for processing by the Accounting department.
10. Surplus materials and equipment shall be disposed of in accordance with established procedures.

11. Financial commitments made outside the provisions of approved policy and regulations shall not be binding on the school division. When violation of approved policy and regulations has occurred unintentionally, vendor request for payment may be honoured, depending on circumstances.
12. Any employee in possession of information relative to the commission of prohibited practices (see Board Policy DKA - Conflict of Interest)) shall immediately bring the matter to the attention of the Director of Education or designate.

### **Supplier Diversity**

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Greater Saskatoon Catholic Schools is committed to maintain diversity in contracts and ensure equitable opportunities for suppliers to participate in competitive bid processes. The school division will seek opportunities for Indigenous engagement by evaluating businesses based on Indigenous ownership and labour.

### **References**

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- Trade Agreements - The New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA), and the Canadian-European Union Comprehensive and Economic Trade Agreement (CETA) requirements for posting electronic bid opportunity notices on a designated provincial site applies to construction projects, as well as goods and/or services, at or above the procurement thresholds. Bid notices may also be posted for procurement under the thresholds at the discretion of Corporate Services.
- Competitive Bids - The term "competitive bids" includes Requests for Proposals (RFP), Requests for Tenders (RFT), Requests for Information (RFI), Requests for Quotations (RFQ) and Requests for Pre-Qualification.
- *Employee Equity Act*, SC 1995, c 44.

### **Date Approved**

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December 10, 2012

### **Amended**

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March 18, 2021